

This pamphlet has been developed to explain the requirements and the license renewal process for every Optometrist licensed to practice in Michigan.

The Michigan Public Health Code and board administrative rules requires every Optometrist to complete, during the 2-year period prior to the expiration date of the license, not less than 24 hours of continuing education in courses or programs approved by the Board. If an applicant holds certification to administer topical ocular diagnostic pharmaceutical agents or certification to administer and prescribe therapeutic pharmaceutical agents, or both, shall accumulate not less than 12 hours of Board-approved continuing education in addition to the 24 hour. Pursuant to this requirement, the Board of Optometry has promulgated rules to establish specific criteria for the Board's approval of continuing education courses and programs.

REQUIREMENTS FOR RENEWAL

The continuing education requirements apply to every Optometrist renewing a Michigan license that held the license for the 2-year period immediately preceding the date of the license renewal. The requirements apply whether or not the Optometrist is actively engaged in the practice of Optometry. No one is exempt from this requirement.

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to administer topical ocular diagnostic pharmaceutical agents or certification to administer and prescribe therapeutic pharmaceutical agents, or both, shall accumulate not less than 12 hours of Board-approved continuing education in addition to the 24 hours.

Every Optometrist who is renewing his/her license should retain records documenting the completion of continuing education. Those documents should be retained for a period of 4 years after the renewal of the license.

DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS along with the license renewal application. The Bureau of Health Professions, Bureau of Health Professions will conduct an audit, at the conclusion of the renewal period. Optometrists chosen for audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of 24 or 36 hours of continuing education credit.

DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED 24 OR 36 HOURS OF CONTINUING EDUCATION CREDITS.

An Optometrist who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

Accredited sponsors are required to provide attendance certificates that indicate name of licensee, program dates and number of designated hours. Further information about programs with accredited sponsorship may be obtained by contacting the accredited sponsor. "Contact hour" is the same as one 50-60 minute or (1) credit hour.

REQUIREMENT FOR RELICENSURE

"Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.

Optometrists applying for relicensure pursuant to R338.1257 (1)(b) – **SUBMISSION OF 36 HOURS OF CONTINUING EDUCATION IN PROGRAMS APPROVED BY THE BOARD THAT HAVE BEEN EARNED WITHIN THE 2-YEAR PERIOD IMMEDIATELY PRECEDING THE DATE OF THE APPLICATION.**

R 338.256a ACCEPTABLE CONTINUING EDUCATION

Rule 6a (1) The Board shall consider any of the following as Board-approved continuing education:

(a) Successful completion of a course or courses offered for credit in an optometry school approved by the Board under R 338.254, without limitation.

If audited, the licensee must submit a transcript showing credit hours of the academic courses related to Optometry.

(b) Successful completion of a continuing education program offered by an optometry school approved by the Board under R338.254, without limitation.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned and the date on which the program was held.

(c) Attendance at a continuing education program approved by the Board under R 338.256b, without limitation.

(d) Renewal of a license held in another state that requires continuing education for license renewal which is substantially equivalent to the requirements of these rules if the applicant resides and practices in that state.

If audited, the licensee must submit a copy of current license that was renewed in another state, proof of continuing education requirements that were met to renew that license, proof of practicing and residing in said state.

(e) One hour of continuing education may be earned for each hour involved in the presentation of a continuing education program approved by the Board.

If audited, the licensee must send in a copy of the presentation notice or

advertisement showing the date and his/her name listed as a presenter.

(2) The Board shall consider requests for approval of continuing education programs by sponsors who submit applications on a form provided by the department. The Board may evaluate applications for approval based upon all of the following:

(a) Program content as it relates to the practice of optometry.

(b) Instructor credentials for conducting the specific program.

(c) The number of lecture hours of the program, with a minimum of 1 hour being submitted for consideration.

(d) Attendance monitoring plan.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned and the date on which the program was held.

(3) A total maximum of 18 hours may be granted in board-approved programs in either of the following areas:

(a) A maximum of 6 hours relating to practice management.

(b) A maximum of 12 hours relating to self-evaluation journal tests and multimedia education.

If audited, the licensee must submit a copy of a letter or certificate showing

his/her name, hours earned and the date on which the program was held.

Completion of the required continuing education activities must be independently verified by an official source other than the licensee.

Renewal Procedures

Optometry licenses expire every 2 years on June 30. Although a 60-day late renewal period is allowed, the 24 or 36 hour continuing education requirement must be completed by June 30. Submission of the renewal application certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. If a licensee would like to apply for a waiver of education requirements an application should be made after the licensee receives the renewal application in early May, but before the license expires on June 30. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the 36 hour requirement within the 2-year period immediately preceding the date of the application for relicensure if license has been expired for no more than 3 years.

Information, forms and instructions for obtaining board approval can be obtained from the Continuing Education Section of the Bureau of Health Professions' Bureau of Health Professions.

CONTINUING EDUCATION WAIVERS

The Michigan Public Health Code authorizes the Board of Optometry to waive the continuing education requirements for a license renewal applicant if, upon written application, the Board finds the failure of the licensee to attend the required Board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the Board considers good and sufficient. Pursuant to this authority, the Board has promulgated guidelines that set forth the policy that the Board will follow in granting a waiver. The guidelines provide for the following:

DISABILITY: The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of Optometry without limitation.

MILITARY SERVICE: The licensee shall have been practicing Optometry while in active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee pursuant to Section 16196 of the Public Health Code.

ABSENCE FROM THE CONTINENTAL UNITED STATES: The licensee shall

establish that Board-approved educational programs were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs that substantially meet the requirements for approval by the Board.

OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL: For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the circumstances were good and sufficient for a waiver of the requirements.

If the Board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The Board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances changed in time to reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- * All Michigan licensed Optometrists must complete 24 hours of Board approved continuing education within the 2 years immediately preceding the expiration date of their license. If an

applicant has certification to administer topical ocular diagnostic pharmaceutical agents and/or certification to administer and prescribe therapeutic pharmaceutical agents, he/she, shall accumulate a minimum of 12 additional hours for a total of 36 hours.

- * Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- * Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Bureau of Health Professions will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs known to this agency.

PLEASE NOTE:

EFFECTIVE WITH THE RENEWAL PERIOD OF JULY 1, 2003 TO JUNE 30, 2005, ALL OPTOMETRISTS MUST COMPLETE 40 HOURS OF CONTINUING EDUCATION. FOR THOSE OPTOMETRISTS HOLDING TPA CERTIFICATION, AT LEAST 20 HOURS MUST BE IN THE MANAGEMENT OF OCULAR CONDITIONS.

Continuing Education Requirements for Michigan Optometrists

Authority: Public Act 368 of 1978, as amended
This form is for information only

State of Michigan

Department of Community Health
Bureau of Health Professions
P.O. Box 30670
611 W. Ottawa St., First Floor
Lansing, Michigan 48909
*(517) 335-0918

*NOTE: If it is necessary that you call regarding your continuing education, the following instructions will assist you with the automated telephone system:

1. At the first prompt, press 1.
2. At the second prompt, press 2.
3. At the third prompt, press 4.

You will then reach the continuing education automated system and can make your final selection.

January 2004